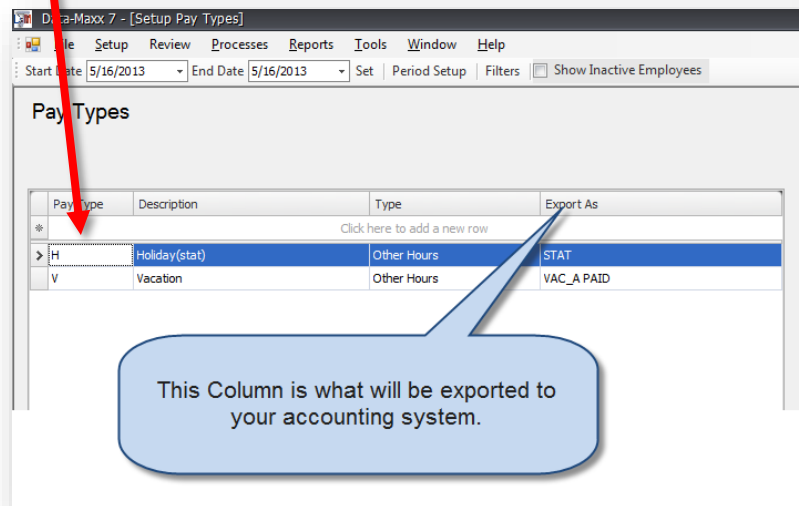


## How to Add Other Hours (Vacation, Sick, Holiday, etc...)

1. Open up Datamaxx and Click on Setups and then Pay Codes
2. Add your punch type here.



3.
  - a. We suggest these for the basics but you can choose your own. The 1<sup>st</sup> column can be no more than **two characters long**.

Vacation	V
Holiday	H
Sick	S

4. Open Time Cards and enter the Employee, then the Date of the other punch type and then the hours

